

EXPLANATION OF OBJECT CLASSES

REFERENCE: Office Notice R17-54

OF TRAVEL - Travel requirements shall include transportation of persons, their per diem or subsistence while they are in an authorized travel status, and other expense incident to travel which are to be paid by the Agency, either directly or by reimbursement, to the traveler.

- (1) Travel requirements shall be based on numbers of trips to be performed to specific areas, computed at rates provided by the "Schedule of Estimated Rates" (Attachment 14) and supported by justifications as to purpose and need for the anticipated travel.
- (2) Offices requiring services of consultants shall include their travel requirements in the office submission.
- (3) Where travel to or from field offices is included, estimates shall be submitted in the following manner:
 - (a) Travel from Washington to a field office on official business and return shall be included in the Washington office submission.
 - (b) Field offices shall include in their budget presentation all travel costs to be incurred as a result of transfer from Washington to a field office on permanent change of station; transfer from a field office to Washington on a permanent change of station; travel from a field office to Washington on official business and return; travel from an overseas station to the United States for home leave or rotation purposes. Estimates for employees to be transferred from one field office to another on permanent change of station will be submitted by the office to which the employee is transferred.
- (4) The attached "Schedule of Estimated Rates" (Attachment 14) provides travel costs including per diem and other incidental expenses based on average Agency experience.

OF TRANSPORTATION OF THINGS - Estimates for the transportation of things shall include those charges which are paid directly by the Government and not by the vendor, including charges for the care of such things while in the process of being transferred. (Attachment 15)

- (1) Estimates of transportation costs for stock supplies, materials, equipment, household goods and personal effects of employees will be submitted by the office affected in coordination with the Logistics Office.
- (2) Estimates for transportation of stock materials or equipment from point of origin to a warehouse will be submitted by the Logistics Office.

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- (3) Transportation estimates incident to permanent change of station should be submitted on the same basis as travel charges described in paragraph (3) under TRAVEL - 02.

06 PRINTING AND REPRODUCTION - This class includes printing and reproduction and the related composition and binding operations performed by the Government Printing Office and other agencies and commercial printers on a contractual basis.

- (1) Estimates for printing and reproduction of all standard Government forms and Agency forms procured for stock purposes will be submitted by the Logistics Office.
- (2) Special requirements for printing and reproduction which cannot be reproduced by CIA facilities, such as printed forms other than those mentioned in (1) above, maps, special printing work, binding of books and papers, and other similar items, shall be set forth in detail by the office concerned, indicating need, type of publication or material, estimated number of items or copies, and the unit and total cost of each job. Such estimates should be coordinated with the Logistics Office.

07 OTHER CONTRACTUAL SERVICES - This class includes all contractual services otherwise not classified.

- (1) Estimates for repair, alteration and maintenance of structures and other fixed property in the Washington area and the repair and maintenance of standard office equipment will be submitted by the Logistics Office.
- (2) Requirements for reimbursement to the General Services Administration for intra-Agency moves will be submitted by the Logistics Office.
- (3) Estimates for repairs, alteration and maintenance of facilities outside the departmental area will be submitted by the office concerned in consultation with the Logistics Office.
- (4) Estimates for the repair and maintenance of nonstandard Agency office equipment shall be submitted by the office requiring such services.
- (5) Estimates for additional protection service furnished by the General Services Administration in the Washington area will be submitted by the Security Office. Estimates for special protective services required in the field will be submitted by the office concerned.
- (6) Requirements for research, development work, or other special services performed by other agencies or outside concerns shall be submitted and justified by the office concerned.

08 SUPPLIES AND MATERIALS - This class includes all commodities which are ordinarily consumed or expended within one year after they are put into use, which are converted in the process of construction or manufacture, or which are used to form a minor part of equipment or fixed property.

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- (1) The Logistics Office will submit estimates for common administrative supplies and materials used in the departmental area.
- (2) The using office will submit estimates for:
 - (a) Common administrative supplies and materials used outside the departmental area.
 - (b) Operational and special administrative supplies and materials needed for specific operations.

These estimates and justifications will be developed in coordination with the Logistics Office.

- (3) Except as otherwise required for operational reasons, estimates for newspapers, magazines and related publications will be prepared by the Office of Collection and Dissemination in coordination with using offices.

09 EQUIPMENT - This class includes personal property of a more or less durable nature, i.e., which may be expected to have a period of service of a year or more after put into use without material impairment to its physical condition.

- (1) The Logistics Office will submit estimates for common administrative equipment used in the departmental area.
- (2) The using office will submit estimates for:
 - (a) Common administrative equipment used outside the departmental area.
 - (b) Operational and special administrative equipment needed for specific operations.

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02 TRAVEL

Schedule of Estimated Rates

<u>From</u> <u>Washington</u> <u>To</u>	<u>Mode</u> <u>of</u> <u>Travel</u>	<u>One</u> <u>Way</u>	<u>Round</u> <u>Trip</u>
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Domestic:

New York	air
Boston	air
South	air
Mid-West	air
West Coast	air

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Foreign:

South America
Europe
Middle East
Far East

NOTE: Schedule includes average costs of transportation, per diem while enroute, etc.

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